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Student Employment Newsletter

October 2011



Part-Time Student Employment Job Fair

The Part-Time Student Employment Job Fair was held on September 14th and was a huge success. In the two and a half hour time frame, 669 students visited the fair. A big thanks to all offices and departments who participated in this year's fair! We hope next year's fair will be bigger and better!

E-Verify & I-9...

As a result of the implementation of E-Verify this past summer, here are a few important reminders:

- 1) **We now REQUIRE** the student to provide a SSN in Section 1 of the I-9 Form;
- 2) **ANY List B document** that employees present to show identity **MUST contain a photo**;
- 3) **Departments will need to make a copy of the documents presented and attach to the I-9** form before sending to SWEC.

Next Supervisor Training- "Student Employment Essentials"

The Student Work Experience Center will be offering the next "Student Employment Essentials" training workshop on Tuesday, November 22nd. This training was originally scheduled for November 8th but due to presenter's' conflicts, it needed to be rescheduled. Thanks for your understanding!

Get a head start and register for spring 2012 training sessions to be held on these dates: February 14, March 13 and April 10. All sessions are from 3pm-4:30pm in the Wine-Price Building. Please visit [this link](#) for course topics and to register.

Open Forum / Networking Session....

Save the date... We are going to be holding an open session for PAR originators and supervisors of student employees on **Wednesday, November 16th from 3p-5p**. This session will provide an opportunity to talk with others in a relaxed atmosphere, network, share ideas and/or work through any issues that you experienced during the fall semester together. To register, simply email or call Amber Claypool at 568-8167 or claypoag@jmu.edu. We hope to see you there!



Join the ListServ...

Are you a member of the SWEC ListServ? This email group is our main form of communication to PAR originators and supervisors of student employees. If there has been a change in staff or know anyone in your department who supervises students and does not receive these emails, please have them go to the link on our website to join the email group: www.jmu.edu/stuemploy/sup_listserv.shtml

SWEC PAR Deadlines:

November 1st for the November 16th payday
November 14th for the November 30th payday
December 1st for the December 16th payday
December 9th for the December 30th payday